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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Service
Washington, D.C. 20250

AMS INSTRUCTION 105-1

ACTION BY: All Divisions and Offices, AMS, P&SA, and FGIS

Establishing, Closing, or Relocating Field Offices

I PURPOSE

This Instruction:

A States the policy and criteria for selecting locations for offices, laboratories, and other facilities.

B Requires that prior approval be obtained to establish, close, convert, expand, or relocate an office, laboratory, or other facility, and outlines the procedures for obtaining such approval.

II POLICY

A Department Policy. All Department offices and facilities must be located in accordance with the objectives stated in the Administrative Regulations of the Department (1 AR 673), attached as Exhibit A.

B Policy. It is Agency policy to:

1 Locate offices in the same building with other Department offices to the maximum extent possible consistent with program objectives.

2 Initiate action to acquire real property or improve private property only when needed for effective program administration and when suitable Government-owned facilities are not available.

3 Provide employees with safe and healthful conditions of employment.

4 *-Assure equal housing opportunity for all employees affected by establishing, expanding, closing, or relocating an office.-*

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III APPROVALS

A Form AMS-6 Required.

1 Approvals. Each Form AMS-6, Request To Establish, Close, or Relocate Field Office, must be approved by the officials listed below before any action is taken to establish, close, expand, or relocate an office (including relocation within a city or town), or to convert an existing permanent office to a seasonal office:

- a Director, Administrative Services (AS) Division;
- b Director, Personnel (PE) Division;
- c Other Division Directors, if appropriate;

DISTRIBUTION: A,M,O,S,P,F	MANUAL MAINTENANCE INSTRUCTIONS: Revised to include material shown by asterisks. Remove Pp. 1 & 2, dated 8-15-74, to AMS Instr. 105-1. File these revised Pp. 1 and 2.	Page 1 Revised August 12, 1977
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(III A 1)

- * d *-Equal Employment Opportunity Coordinator;-*
- e Deputy Administrator, Management;
- f Deputy Administrator, Program Operations; and
- g Administrator.
- * 2 *-Civil Rights Impact Statement. When Form AMS-6 is prepared,
- * the initiator shall give consideration to the need for a civil rights impact
- * statement (see Secretary's Memorandum 1662, Supp. 8, Civil Rights Considera-
- * tions of Policy Actions).-*
- 3 Department Approval. Proposals in the following categories
- are subject to Department approval:
- a Location in Other Than Rural Area. Permanent establish-
- ment in or relocation to other than a rural area of a facility
- involving 10 or more employees.
- b Fifty or More Employees. Establishment, relocation, or
- expansion of a facility resulting in assignment or reassignment
- of 50 or more employees.
- c Deconsolidation. Relocation of a facility resulting in
- deconsolidation of State- or county-level offices, regardless
- of the location selected or the number of employees involved.
- *-d Deviation From Standard Federal Regional Boundaries.
- * Any deviation from the Standard Federal Regional Boun-
- * daries requires approval of the Office of Management and
- * Budget. This approval requirement applies to any changes
- * in an area previously established to be serviced by a
- * field office.
- e Civil Rights Impact. Where the Agency determines
- * that a civil rights impact exists.-*

B Form AMS-6 Not Required. Under AMS Instruction 106-2, General Authorization, Division Directors and other Division officials are authorized to approve the opening or closing of seasonal offices. A Form AMS-6 is not required, but it is important to contact the Chief, Property and Procurement Branch, AS Division, before obtaining space for a seasonal office.

IV RESPONSIBILITIES

A Officers in Charge of Field Offices shall:

1 Obtain approval through appropriate channels before planning an office move or taking any action to expand functions or to open, close, or relocate an office.

2 Notify the Director, AS Division, and the Chief, Property and Procurement Branch, AS Division, before making any contacts outside AMS regarding space or services in connection with a move.

B Division Directors who propose the establishment, closing, expansion, conversion, or relocation of an office (except as authorized under Section III B above) shall: